

Timothy Callanan

CH First Name Exactly Matches 'Timothy'
CH Last Name Exactly Matches 'Callanan'
Company Name Berkeley County Government
Post Date Between 2018-11-01 00:00:00 and 2018-11-30 00:00:00
Report Owner DIX, MYRA KENNEDY
Report Time 2018-12-06 14:24:05
Transaction Type One of: Misc Credit or Misc Debit or Purchase or Payment

Card Last 4 Digits	Vendor Name	Vendor State	Post Date	Purchase Date	Tax Status	Item Total	Item GL Combination
2300							
TXN00117264	RINGCENTRAL, INC	CA	11/02/2018	11/01/2018	Sales tax paid	20.59	4130153621
TXN00117276	MICROSOFT OFFICE 365	WA	11/02/2018	11/01/2018	Sales tax paid	9.99	4130153811
count: 2						30.58	
report count: 2						30.58	

RECEIVED

DEC 11 2018

FINANCE DEPT.

P-CARD REVIEWED
DATE: 12/11/18
BY: M Knotts

Authorized Signature	Authorized Signature 2
Print Name	Print Name
Date	Date

Nov 18

41301-5352

Account Number: (843) 628-2828
 Service Plan: RingCentral Professional
 Statement Date: 11/01/2018
 Paid By: Visa[2300]
 Reference#: 4604807019

Billed to:
 Berkeley County Republican Party
 Tim Callanan
 1003 Highway 52
 Moncks Corner, SC 29461
 United States

Pay to:
 RingCentral, Inc.
 20 Davis Dr
 Belmont, CA 94002

Charges:

11/01/2018 - 11/30/2018

Subscription Fee - Monthly (RingCentral Professional)

Charges:

\$14.99

Charges: \$14.99

Taxes, Charges and Fees

Federal Universal Service Fund

\$1.45

Compliance and Administrative Cost Recovery Fee

\$2.00

☒ State and local taxes and fees

\$2.15

Taxes and Fees: \$5.60

Total Charges:	\$14.99
Total Adjustments:	\$0.00
Total Taxes & Fees:	\$5.60
Sub-total:	\$20.59
Total charged to credit card:	\$20.59

*Digital fax
to come to
e-mail*

41301-5381



BERKELEY COUNTY P-CARD PROGRAM

LACK-OF-DOCUMENTATION WAIVER STATEMENT

I, Myra K. Dix acknowledge that I am unable to submit acceptable
(PRINT NAME)

documentation for the p-card transaction made at:

Microsoft Office 365 on 11-1-18 for \$ 9.99
(Vendor) (Date) (Amount)

Please describe purchase:

Tim Callanan did this purchase and I never received a receipt for this purchase. I verbally requested the receipt from him twice.

I certify that the above referenced transaction was a proper use of my Berkeley County P-Card and was consistent with all applicable Berkeley County policies and procedures.

Myra K. Dix
(Signature)

11-28-18
(Date)

Director Signature _____



I have made every attempt possible to find or get duplicate receipt for this purchase.

From: Myra Dix
Sent: Wednesday, November 28, 2018 12:45:02 PM
To: Michele Knotts
Subject: P-card receipts

Tim left and did not give me the receipt for \$ 9.99 for Microsoft 365. I asked a couple times but he never gave it to me. What do I need to do for this?

Myra Dix
Berkeley County Economic Development
P. O. Box 6122
Moncks Corner, SC 29461
843-719-4175

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Re: P-card receipts

Michele Knotts

Wed 11/28/2018 12:56 PM

Sent Items

To: Myra Dix <myra.dix@berkeleycountysc.gov>;

Myra,

Fill out the lack of doc waiver and I'm going to attach your email (requesting it from him) to it.

*Michele Knotts
Administrative Support Specialist
Finance Department
Berkeley County Government
1003 Highway 52
P O Box 6122
Moncks Corner, SC 29461
(843)719-4162 Office
(843)719-4107 Fax
michele.knotts@berkeleycountysc.gov*

www.berkeleycountysc.gov

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From: Michele Knotts
Sent: Wednesday, November 28, 2018 12:50:56 PM
To: Myra Dix
Subject: Re: P-card receipts

I'll get back with you about this ok? Hang tight.

*Michele Knotts
Administrative Support Specialist
Finance Department
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